Business Continuity Planning (BCP)

12 – 16 April 2027
Accra (Ghana)



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Why This Course

In an era of increasing uncertainty — from cyber incidents and natural disasters to supply chain disruptions and geopolitical risks — organizational resilience has become a strategic priority.

Effective Business Continuity Planning BCP ensures that organizations can respond, recover, and thrive despite unforeseen disruptions.

The Business Continuity Planning program provides participants with a structured framework to design, implement, and maintain a comprehensive BCP system.

It integrates risk management, crisis response, and recovery planning aligned with global standards such as ISO 22301 and best practices from leading organizations.

Through practical exercises, case studies, and scenario simulations, participants will learn to safeguard people, assets, reputation, and critical operations — building confidence and capability across all levels of the organization.

What You'll Learn and Practice

By joining this program, you will:

- Understand the principles, objectives, and lifecycle of business continuity management BCM.
- Learn to conduct risk assessments and business impact analyses BIA.
- Design and implement BCP frameworks and governance structures.
- Develop effective response, recovery, and communication plans.
- Align continuity strategies with ISO 22301 and regulatory requirements.
- Strengthen organizational resilience and crisis readiness.
- Lead testing, validation, and continuous improvement of continuity programs.
- Foster a culture of preparedness and operational resilience.



The Program Flow

Day 1: Introduction to Business Continuity and Resilience

- Defining business continuity and organizational resilience.
- The business case for continuity planning in today's risk environment.
- Overview of global standards and frameworks ISO 22301, ISO 31000.
- The relationship between risk management, crisis management, and BCP.
- Case study: Lessons learned from real-world business disruption events.

Day 2: Risk Assessment and Business Impact Analysis BIA

- Identifying threats, vulnerabilities, and potential disruptions.
- Conducting business impact analyses to prioritize critical functions.
- Determining maximum tolerable downtime MTD and recovery time objectives RTO.
- Developing dependency and interrelationship maps across operations.
- Workshop: Performing a sample BIA and identifying recovery priorities.

Day 3: Developing the Business Continuity Plan

- Designing BCP frameworks and policies tailored to organizational needs.
- Recovery strategies for key business functions, IT systems, and supply chains.
- Resource allocation and team structure for BCP governance.
- Developing communication and escalation protocols.
- Simulation: Creating a BCP structure for a major organizational function.

Day 4: Implementation, Testing, and Maintenance

- Implementing the BCP — roles, responsibilities, and documentation.
- Developing and conducting BCP tests, drills, and simulations.
- Monitoring, auditing, and performance evaluation.
- Corrective actions, lessons learned, and continuous improvement.
- Group exercise: Designing and conducting a mock business continuity test.

Day 5: Crisis Management and Organizational Resilience

- Integrating BCP with crisis management and emergency response.
- Leadership and decision-making during high-pressure situations.
- Stakeholder communication and reputation management.
- Embedding resilience culture and business continuity awareness.
- Final project: Developing a complete Business Continuity and Resilience Strategy.



Individual Impact

- Gain practical expertise in developing and implementing business continuity systems.
- Strengthen analytical and leadership skills for managing disruption.
- Learn to perform business impact analyses and design recovery strategies.
- Build confidence in leading cross-functional teams during crises.
- Position yourself as a Business Continuity and Resilience Leader capable of safeguarding organizational operations.

Work Impact

- Improve the organization's ability to withstand and recover from disruptions.
- Reduce financial, operational, and reputational risks.
- Enhance preparedness and coordination across business functions.
- Ensure compliance with international standards and regulatory expectations.
- Build a resilient organization capable of sustaining performance under pressure.

Training Methodology

This program combines strategic frameworks, analytical exercises, and real-world simulations to ensure both conceptual understanding and practical competence.

Learning methods include:

- Case studies from global organizations with effective BCP systems.
- Hands-on workshops on risk assessment and business impact analysis.
- Simulations of crisis and recovery scenarios.
- Group projects and peer discussions on best practices.
- Templates, toolkits, and ISO-aligned models for professional implementation.

Beyond the Course

Upon completion, participants will be equipped to design, lead, and maintain a resilient business continuity management system that protects people, assets, and operations.

Graduates of this program will emerge as Business Continuity Planning Professionals — leaders capable of ensuring preparedness, maintaining operations, and guiding recovery in the face of disruption.

